

## Mission Statement

The Torrance Police Department mission is to preserve public safety and quality of life within the City of Torrance, to respond effectively to the changing needs of the community, and to promote mutual respect between the Police Department and the people we serve.

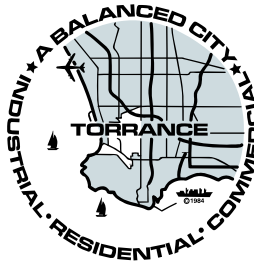
## The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beachfront and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



## CITY OF TORRANCE

Human Resources Division  
of the City Manager's Office  
3231 Torrance Boulevard  
Torrance California 90503

Office: (310) 618-2915  
E-mail: [jobinfo@TorranceCA.Gov](mailto:jobinfo@TorranceCA.Gov)  
[www.TorranceCA.Gov](http://www.TorranceCA.Gov)



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## CITY OF TORRANCE

### Police Department

## Invites Applications for **ANIMAL CONTROL OFFICER** Job Code 13063305



[www.TorranceCA.Gov](http://www.TorranceCA.Gov)

## ANIMAL CONTROL OFFICER JOB CODE 13063305

The Animal Control Program of the Torrance Police Department is looking for Animal Control Officers to join our professional team. This is a key role for the program's operations spending a majority of the time in the field providing direct services to the Torrance community. Responsibilities will include enforcement of State Laws and City Ordinances as well as the care, treatment, licensing and impounding of a variety of animals. The Animal Control Officer **must** be available to work four, 10-hour days per week on rotating shifts, including Saturdays, Sundays, and holidays. Shift hours are 7 a.m. to 5 p.m. (day), 12 p.m. to 10 p.m. (swing), and 9 p.m. to 7 a.m. (graveyard) and subject to overtime scheduling.

### Salary & Benefits

**The pay range is \$20.01-\$24.34 per hour.** New employees typically start at the first step of the salary range, with yearly advancement to the remaining steps.

Benefits include:

- ★ Family health, dental, optical plans
- ★ Holiday, Sick and Vacation Leave
- ★ Life Insurance and Deferred Compensation
- ★ Employees currently contribute 6.2% toward Social Security and 1.45% toward the Medicare
- ★ Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee

For more benefit details, visit our website's benefit link: [www.TorranceCA.Gov](http://www.TorranceCA.Gov), click "Job Opportunities," then "Salary Resolutions". Benefits pertinent to this position are covered under Torrance Municipal Employees AFSCME.

### Requirements

Any combination of education/experience that would be equivalent to:

One year of full-time paid experience performing animal care, maintenance, or control of domestic or wild animals and dealing with the public; Experience should include the recognition of Animal Behavior and disease and first aid treatment of animals; Completion of high school or a GED certification. Must possess and maintain a valid State of California driver's license of the appropriate class.

### Desirable Candidate

The ideal candidate should possess:

- Outstanding interpersonal skills
- Knowledge of proper telephone etiquette
- Ability to handle a fast paced work environment
- Ability to work independently
- Self-starting attitude
- Adaptability to change
- Ability to understand and adhere to rules pertaining to the confidentiality of law enforcement records



### To Apply

Interested candidates must submit an online City application and a supplemental application. **The application period closes when 100 applications have been received or by Thursday, July 25, 2013 at 5:30 p.m. whichever occurs first. Applications Accepted On-line Only at [www.TorranceCA.Gov](http://www.TorranceCA.Gov).**

In addition to the 100 applications received, current City employees' and current temporary City employees' applications will be accepted and must be submitted by Thursday July 25, 2013 at 5:30 p.m.

### Selection Process

After review of the applications received, only those candidates whose training and experience **best meet** our requirements will be invited to participate in the examination.

The examination will consist of the following:

- ★ Written Exam (weighted 60%)
- ★ Oral Interview (weighted 40%)

The test dates are to be determined. Please visit our webpage under Recruitment Status for dates and current status.

### Special Notes

If you have inquiries regarding this position, you may e-mail Police Sergeant Scott Stiller at [SStiller@TorranceCA.Gov](mailto:SStiller@TorranceCA.Gov).

In accordance with the memorandum of understanding between AFL-CIO Local 1117, AFSCME, and the City of Torrance, new employees covered under that memorandum shall become members in good standing or pay the required service fee to said Local.

As a condition of employment, candidates must pass a pre-employment medical examination.

**Candidates successful on all parts must pass a background check which will include job and personal references, arrest records, credit history, and use of controlled substances, psychological evaluation and polygraph test before being hired.**

Applicants with disabilities who require special testing arrangements must notify Human Resources by the final application filing date.

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.* KMF 7/11/13

**City of Torrance**  
**Animal Control Officer**  
**Supplemental Application**  
**Job Code 13063305**

**Please note, detail any indicated experience/education must be included on the primary application and is subject to verification.**

1. Have you graduated from High School or do you possess a GED certification?  
☐ Yes  
☐ No
2. Do you have AT LEAST one year full time (or equivalent) paid experience in animal care and maintenance?  
☐ Yes  
☐ No
3. Do you have AT LEAST one year full time (or equivalent) paid experience in control of wild and/or domestic animals?  
☐ Yes  
☐ No
4. Do you have AT LEAST one year full time (or equivalent) paid experience in recognition of animal behavior and disease?  
☐ Yes  
☐ No
5. Do you have AT LEAST one year full time (or equivalent) paid experience in first aid treatment of animals?  
☐ Yes  
☐ No
6. Do you possess a valid California Class C driver's license or equivalent/alternative?  
☐ Yes  
☐ No  
☐ Other/Alternative (If other/alternative, it must be included on the primary application)
7. Do you have AT LEAST one year Full-time (or equivalent) experience with public contact or public service?  
☐ Yes  
☐ No
- 8a. Do you possess any special skills, education and/or experience which would be appropriate to performance of the defined duties of this job?  
☐ Yes  
☐ No
- 8b. If yes, please describe briefly:
9. I certify that the information I have provided is true and accurate to the best of my knowledge. I understand that this information is subject to verification with my former employers, and that misrepresentation may cause me to forfeit all opportunities to be considered for employment with the City of Torrance.  
☐ Yes  
☐ No